

**JOB DESCRIPTION  
MURFREESBORO PARKS AND RECREATION  
PART-TIME SHOP CLERK**

**1. TITLE: PART-TIME SHOP CLERK**

**2. DEFINITION:** The Shop Clerk is responsible for the concessions and gift/recreational equipment sales, providing the public with park information, renting of recreational equipment and reserving assigned recreational areas for group and individual rentals. This includes receiving monies and giving correct change in the course of operating the shop/concession area. The employee is also responsible for maintaining the shop and other assigned areas such as the meeting area and restrooms in a neat and orderly manner. The employee is under the direction of the Program Coordinator. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having occupational exposure to bloodborne pathogens and as Non-Safety Sensitive; the employee is subject to reasonable suspicion, post-accident, return to duty and follow-up drug and alcohol testing.

**3. EQUIPMENT/JOB LOCATION:**

- a. The employee operates equipment such as, but not limited to, a telephone, fax machine, cash register, calculator, microwave oven, coffee maker, mops, brooms, and other related equipment and appliances.
- b. The employee works indoors and outdoors at the assigned facility. The employee may be exposed to cleaning chemicals. All City buildings and vehicles are smoke-free.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Greets customers in a pleasant and courteous manner.
- b. Takes money for purchases and gives correct change.
- c. Operates a cash register.
- d. Stocks concessions area and gift shop area.
- e. Cleans and maintains area in and around the facility on a daily basis.
- f. Answers telephone in a professional manner.
- g. Sits, stands, stoops and walks intermittently and lifts objects weighing up to 25 pounds.
- h. Provides accurate information to patrons on the park and related facilities such as special events, facility information, fees, etc., in a friendly and cooperative manner.
- i. Rents and disperses recreational equipment to the public.
- j. Opens and closes the snack/gift shop as needed.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Reserves the meeting room, campgrounds and trail areas in accordance with departmental policy as assigned.
- b. Assists supervisor in ordering concession items and supplies.
- c. Performs other duties and special projects as assigned.

## **6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least 18 years of age.
- b. Must have legal authorization to work in the United States.
- c. Must not have been convicted of, plead guilty to or entered a plea of nolo contendere to any felony charge or any violation of any federal, state or local laws relating to theft or dishonesty.
- d. Graduation from an accredited high school or its equivalent.
- e. Ability to work a flexible schedule, with some holiday and weekend work required.
- f. Knowledge of or the ability to learn how to operate a cash register.
- g. Knowledge of and the ability to count money and make accurate change.
- h. Ability to report to work as scheduled and notify the appropriate individuals in advance if unable to work.
- i. Ability to establish and maintain an effective working relationship with the public and other employees.
- j. Ability to follow oral and written instructions.
- k. Ability to communicate effectively with the public.
- l. Ability to concentrate and accomplish tasks despite interruptions.
- m. Ability to learn and follow city policies and regulations.
- n. Ability to maintain the shop area including moping, sweeping, dusting and cleaning of equipment.
- o. Ability to answer the telephone in a pleasing manner.

Non-Exempt  
Non-Safety Sensitive  
7/18/06